



**OPEN TO CURRENT MARYLAND DISTRICT COURT EMPLOYEES ONLY**

<b>Opening Date:</b>	August 15, 2013	<b>Closing Date:</b>	September 5, 2013
<b>Job Title:</b>	District Court Operations Analyst	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	001147	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	District Court Headquarters - Operations Annapolis, Maryland	<b>Grade/Entry Salary:</b>	J12 \$42,308 - \$68,099 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	No

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** This position serves as a resource regarding District Court operations, analyzes court business practices and develops recommendations for promising practices for use throughout the District Court. This position will be responsible for working on a statewide yearly report on Caseflow Management, and monthly reports involving bonds. Other Operations Division teamwork projects include updates to training and manuals that are impacted by new rules, practices and procedures implemented by the Court.

**Education:** High School Diploma.

**Experience:** Four years of related work experience - gathering and analyzing business needs to develop and implement policies and procedures in a court environment.

**Preferred:** Bachelor's Degree and a graduate of the Court Certificate Program.

**Note:** Two years of college education, along with two years of related court experience as specified above, may be substituted for the experience requirement.

**Skills/Abilities:** Knowledge of District Court of Maryland systems and operations, including civil, criminal and traffic proceedings. Ability to express ideas and communicate clearly and effectively both verbally and in writing. Ability to analyze complex issues and data to develop feasible solutions. Ability to manage competing priorities and demands, and to meet deadlines. Knowledge of Microsoft Word applications, Excel, Lotus Notes, District Court Mainframe system, as well as additional programs including clerk's package, civil assistant, and the Caseflow Management application.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.